

**NORTH LINCOLNSHIRE COUNCIL**

**PLANNING COMMITTEE**

**NORTH LINCOLNSHIRE SHOPFRONT DESIGN GUIDE**

**1. OBJECT AND KEY POINTS IN THIS REPORT**

- 1.1 To seek approval to adopt the North Lincolnshire Shop Front Design Guide as a guidance document alongside the LDF Core Strategy and Saved North Lincolnshire Local Plan policies.

**2. BACKGROUND INFORMATION**

- 2.1 North Lincolnshire has many conservation areas, which contain high quality design shop fronts worthy of protection. In some areas, shop fronts have been lost to unsympathetic designs, which is unacceptable.
- 2.2 To overcome this North Lincolnshire Council has produced a Shop Front Design Guide to provide guidance on the replacement of, or alteration to, shop fronts, signs, fascias, etc. within North Lincolnshire's Conservation Areas and for shops, which occupy the ground floor of listed buildings. The guidance will also apply to all new development in Conservation Areas.
- 2.3 Modern retailing practices can sometimes conflict with the character of traditional shop fronts because of pressures to increase the size of retail units and to impose corporate designs, colours and materials regardless of the building's character. This guide sets out advice for retailers who want to alter their shop fronts, so that changes to buildings and streets are sympathetic and appropriate.
- 2.4 This design guide supplements policies CS5, CS6 and CS14 of the adopted LDF Core Strategy and saved policies HE2 and HE4 of the North Lincolnshire Local Plan. These policies should be read first and then considered against the design guide.

**3. OPTIONS FOR CONSIDERATION**

- 3.1 The recommendation is for Planning Committee to approve the Shop Front Design Guide as a guidance document to be considered alongside the LDF Core Strategy and Saved North Lincolnshire Local Plan policies.

**4. ANALYSIS OF OPTIONS**

- 4.1 The approval of this guidance will assist owners who wish to alter or replace shop fronts, signs, fascia's etc within North Lincolnshire's Conservation Areas and for shops, which occupy the ground floor of listed buildings. It will assist both the council and its communities in controlling inappropriate development and loss of high quality shop fronts.

5. **RESOURCE IMPLICATIONS (FINANCIAL, STAFFING, PROPERTY, IT)**

5.1 Staffing – The guide will be used by officers from within the Development Management Team of the Planning & Regeneration service.

5.2 There are no other resource implications to highlight.

6. **OUTCOMES OF INTEGRATED IMPACT ASSESSMENT (IF APPLICABLE)**

6.1 An integrated impact assessment was completed and no issues of concern were apparent.

7. **OUTCOMES OF CONSULTATION AND CONFLICTS OF INTERESTS DECLARED**

7.1 Consultation was undertaken with a Town and Parish Council in developing this design guide.

8. **RECOMMENDATIONS**

8.1 That Planning Committee approves the North Lincolnshire Shop Front Design Guide as a guidance document alongside the LDF Core Strategy and Saved North Lincolnshire Local Plan policies.

**DIRECTOR OF PLACES**

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**Background Papers used in the preparation of this report: N/A**

# Traditional Shopfront and sign design guide for Conservation Areas and listed buildings



# NORTH LINCOLNSHIRE COUNCIL



## THE PURPOSE OF THIS DOCUMENT

These guidelines have been prepared by North Lincolnshire Council to give advice on the design of shopfronts. They are intended to provide guidance on the replacement of, or alteration to, shopfronts, signs, fascias, etc. within North Lincolnshire's Conservation Areas and for shops which occupy the ground floor of listed buildings.

Modern retailing practices can sometimes conflict with the character of traditional shopfronts because of pressures to increase the size of retail units and to impose corporate designs, colours and materials regardless of the building's character.

This guide sets out advice for retailers who want to alter their shopfronts, so that changes to buildings and streets:

- create attractive and easily accessible shopping areas where local people and visitors want to spend their time and money
- maintain or improve the viability of shopping areas, so that a wide range of goods, services and jobs are available for residents
- protect and improve the local character and appearance of shopping areas, individual buildings and conservation areas

The advice applies to street level premises that have a display window and/or a fascia sign. It includes non-retail uses found in shopping areas or elsewhere such as estate agents, banks, building societies, restaurants and pubs. It will also apply to historic shopfronts that have been converted for other uses such as residential.

The guidelines given are not intended to promote any particular style nor to be a blue print from which specific designs may be taken, nor to remove the need for skilled professional architectural advice.

The guidelines aim to set out basic principles of good shopfront design and to:

- provide the necessary information to shopkeepers, shopfitters, builders etc., when applying for planning permission;
- familiarise applicants both with the problems in shopfront design and with the Council's Development Plan policies;
- to supplement the services of the professional and to encourage applicants to produce attractive and good designs in shopping areas.

# Shop Front Design

It is generally accepted that historic towns with attractive, locally distinctive and well-maintained shopping centres have a better prospect of retaining and improving their economic well being. Poorly designed and badly maintained shop fronts tend to create a run down appearance of not just the individual building, but also the streetscape as a whole. This can have a negative effect on the vitality of the area in general. Good shop front design is a prerequisite to the visiting public's perception of the character, vitality, and economic health of an area.



Figure 1: Example of a 19th century shop front style

## PRINCIPLES OF GOOD SHOP FRONT DESIGN

The shop front should be considered as part of the building as a whole. It should be sympathetic to its character and materials.

***Where the existing shop front contributes to the character of the building and the surrounding area it should be retained.***

New shop fronts should:

Preserve and enhance the character and appearance of the conservation area they are situated in and therefore be designed with a traditional style.

- Respect the character of the existing building and its neighbours and reinforce the local identity of the area and/or create a sense of place, conserving historic buildings and features which give the town its character;
- Add visual interest to the street without detracting from other buildings, using special features, finishes and details to draw people's attention and make the shop front memorable, having a clear identity and not a mixture of styles;
- Keep designs simple, even if elements within the shop fronts are elaborate. They should emphasise the form of the shop front by using different planes (sections of the frontage that protrude) to create areas of shadow and avoid blank frontages and deep fascias;
- Clearly define the entrance and create independent access to upper floors if in different use. They should provide easy access for people with disabilities, the elderly and those with pushchairs;

Figure 1 is an example of a traditional shopfront that shows all these design considerations.

## RELATIONSHIP TO THE BUILDING

A shop front should relate to the architectural characteristics of the building it belongs to so that it forms part of the elevation rather than an isolated element. It should relate to the upper floors in structural concept, proportion, scale and vertical alignment. This can be achieved by taking account of the architectural style of the building and by echoing the arrangement of the windows, columns and areas of walling on the upper floors.

Many modern shop fronts have large expanses of glass, creating a perception of a lack of support for the upper floors. When extended across two or more properties, the effect can be even more pronounced. The introduction of visual support, for example pilasters under the party wall and intermediate columns, can eliminate this effect.

Many shop buildings are symmetrical and this should extend to the shop front. It is not always possible to achieve exact symmetry due to internal layouts. However, a good compromise can usually be achieved. Intermediate columns and window mullions can contribute some visual balance but a bold shop frame, comprising fascia, cornice and pilaster either side, can help create the impression of a single symmetrical element on the ground floor.

Where there is an entrance to the upper floors on one side of the building, this may be integrated into the shop front design. The doors to the majority of Georgian buildings already have a strong identity and are framed with pilasters and pediment. This separate identity should be retained.



*Figure 2: This modern shop front has no visual relationship with the upper floors.*



*Figure 3 These shopfronts are better designed for the conservation area and the front elevation of the buildings*

### RELATIONSHIP TO ADJOINING BUILDINGS

The shop front design must respect the scale and proportions of the streetscape by maintaining the rhythm along the street and respecting the appropriate plot widths. Large expanses of undivided glass should be avoided and long runs of horizontal facades should be broken up with vertical divisions or features. It is important to

relate to the fascia height of the adjacent properties. If buildings differ in size or architectural style, varied designs are more likely to be appropriate and variation in the height of fascias will maintain the rhythm of the buildings.



*Figure 4: There has been no design consideration with the conservation area and the character of the traditional buildings. Fascia height is disproportionate*

## MATERIALS

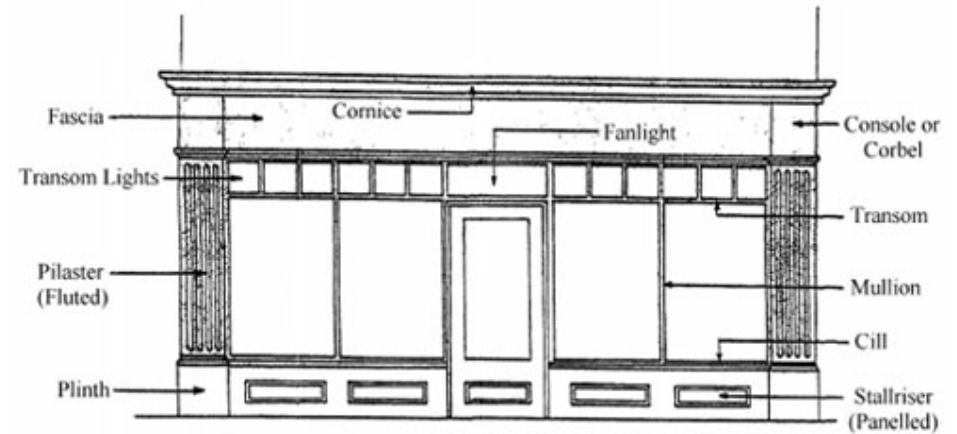
The choice of materials should complement the character of the building and integrate with the streetscape as a whole. Aluminium, acrylics and other shiny artificial materials are generally out of place on older buildings and should not be used. (see Figure 5 above)

The materials should be selected in keeping with the character of the building and streetscape and in accordance with the shop front style used. Timber is generally the most appropriate but this can demand a high standard of craftsmanship. Other traditional materials of good quality can also be considered. For example, stone, brick, tiles and metalwork. However, timber is the predominant material used for the construction of shop fronts in the North Lincolnshire Market Towns.



*Figure 5 This shopfront has been built in timber and is in character with the traditional building and the conservation area.*

## New shopfronts



**Figure 3.1: Elements of a Traditional Shopfront**

The above diagram details the elements that should be incorporated into new shopfronts in conservation areas that typifies 19<sup>th</sup> century street character.

## SHOP FRONT FRAMEWORK

Various elements can be used to enclose the shop window and it is important to create a good visual frame for the shop front. The elements of the frame include the fascias, consoles/corbels, cornices, pilasters and stallrisers (see Figures 1 and 3.1).

## FASCIAS



The design of the fascia is a key element in shop front design. The scale and design of the fascia should be relevant to the character, height and period of the building and in proportion with the design of the shop front. The existence of an over-deep fascia can spoil shop front proportions and traditional fascias do not exceed 380 mm in depth.

Projecting rectangular box sections should be avoided as they look bulky and cumbersome but the fascia can be angled forward. The fascia should be finished with a cornice to the top, with a smaller moulding to the bottom. If the fascia and cornice is not enclosed between consoles, or recessed into an opening, then their profile should be maintained around the returns at each end.



Figure 6: Well-detailed fascia and signage.

A common fascia should not run through several buildings, even when used by the same business, but should be broken up to show separation between the buildings. Conversely, where two users occupy the ground floor of a single building the shop fronts and fascias should be co-ordinated.

The construction of fascias extending above the level of first floor window sills, and the obscuring and defacing of windows and other architectural details, such as string courses, friezes or cornices, is unacceptable.

The fascia contains the main shop name and the design of the lettering should be an integral part of the shop front design. Generally, individually mounted lettering or hand painted lettering is preferred and letter design should be simple and legible.

### **CONSOLES/CORBELS**

Consoles are a feature of Victorian style shop fronts and comprise an elaborate bracket formed to the head (capital) of the pilaster. It is



Figure 7: Ornate Victorian console bracket

noted that console brackets are not a feature used in the design of the historic shop fronts found in all areas. Where their introduction is proposed in a new shop front design they should be kept simple in their decoration and proportion.

### **CORNICES**

The cornice provides a break between the shop front and the building façade and a natural overhang to the fascia, thus shedding water and reducing the risk of decay. The cornice should be finished with a lead flashing, correctly detailed and installed by a recognised competent craftsman.



*Figure 8: Traditional cornice*

### **PILASTERS**

The pilasters are the columns which project slightly from the wall to each side of a shop front, providing visual support to the fascia. It is important that the pilasters are not too wide and they are in proportion with the overall width of the shop. The pilaster should extend to the ground and traditionally they have a broader plinth at the base and a decorative capital to the top.

### **STALLRISERS**

The stallriser is an important component of a shop front and should be an integral part of the design. It gives protection to the base of the shop window and provides the building with a visual anchor to the ground. They should be constructed in substantial and hardwearing materials, with panelled painted timber, brick, stone or rendering preferred. Where Victorian glazed tiles survive these should be retained. It is often possible to unify the façade by using the facing material of the upper floors in the construction of the stallriser.



*Figure 9: Stallriser with fielded panels*

## WINDOWS AND DOORS

One of the most important visual elements of the shop front is the large window area for the display of goods and the attraction of customers.

Large expanses of glass present a blank aspect and should normally be avoided. Shop windows should be divided into vertically proportioned sections with glazing bars or mullions so that together with the entrance they relate to the upper part of the building. Careful attention should be paid to mouldings, sections and details.

When designing a new shop front the windows would normally be set in the same plane as the front of the building. However where a projecting timber bay exists this feature should be retained but where a projecting bay does not already exist it may not be permissible to extend further onto the pavement.

Glass installed to the shop window should be toughened and laminated and the glazing frame beaded internally to improve security and safety.

Single panes of glazing only will be allowed to listed buildings where the installation of double glazing will impact upon its character.

Doors to shops, or premises above a shop, should be designed as an integral part of the façade. A recessed door opening gives relief to the frontage and breaks down the scale of the shop front. Existing original doors or traditional panelled doors should be retained. The design of new doors should reflect the character and design of the shop front.

The bottom panel should be of a height to match the stallriser and the door should usually be constructed in the same material as the frame.



*Figure 10 Traditional shopfront door with pilasters*

## ACCESS

Provision should be made at the design stage to ensure safe independent access for all persons. Particular regard should be given to persons who may have mobility or visual impairment. In this regard, the shop front design should comply with Part M of the Building Regulations and British Standard 8300:2001.

Wheelchair access can usually be achieved without detriment to the design of the shop front and, as a general rule, steps should be avoided and the entrance ramp to the shop should be surfaced with a non-slip material. However, in some cases, this may not be appropriate for listed buildings and will require further careful consideration.

## COLOUR AND DECORATION

Shop fronts should have a painted finish unless there is documentary or physical evidence to confirm that an alternative finish would be more historically or architecturally correct in any particular case.

Modern colours can look harsh and should be avoided. Colour schemes adopted should be subtle and blend with the areas historic environment. Rich dark colours can look good. Pale colours or off-white, which were traditionally used on shop fronts, are also fitting. The use of one or two colours is ideal, any more and the result would be garish and confusing to the eye. It is important to consider the colour schemes of neighbouring properties to avoid unsympathetic clashes.



*Figure 11: The successful application of heritage colours to a shop front  
- The use of two colours is successful but any more would be garish.*

## BLINDS AND SHUTTERS

Some historic shop fronts contained a blind as part of the original design, usually in a fully retractable form. Where these still exist it is important that they should be retained.

If sun canopies are required they should be incorporated into the

design of the shop front with the blind box recessed within the fascia.

Traditional retractable canvas straight blinds are acceptable. Other styles and modern materials can be particularly damaging to the appearance and architectural form of an existing shop front and the character of the street scene. Canopies should be at least 2.4 metres above the height of the pavement when fully extended.

Roller shutters deaden the street scene when down and are not permitted. If additional security measures are required the window may be secured with an open mesh security shutter system located on the inner face of the window between the pilasters.

Security glass or unobtrusive devices such as collapsible jewellers shelves are preferred as the visual interest and light from illuminated window displays is maintained at night.

Reducing the size of window panes by glazing bars, mullions and transoms and installing discreet steel shutters behind can provide less of a temptation and reduces the cost of replacing the glass in the event of any damage occurring.

### **CORPORATE IMAGE**

National and regional retailers standard design may be out of character in a particular location and under these circumstances the corporate image should be modified to suit the area in general.

## **PROJECTING AND OTHER SIGNS**

On traditional shopfronts the shop name and assorted advertising should be restricted to the timber fascia and a single projecting sign.

### **Fascia Lettering**

Fascia lettering should convey the essential message of the retailer. The shop name alone will normally have most effect, and additional advertising is generally only confusing and serves to detract from the shopfront.

The character, location and extent of script on a building or a shopfront can play a major part in the overall appearance of a scheme. Hand painted lettering on timber fascias is the preferred form. Individual cast metal letters can be appropriate on certain types of building. Wherever possible, script style and scale should compliment the period of the building and the scale of space available. The council will expect multiple traders wishing to incorporate a corporate image to use sensitivity and modify their standards where this would be desirable

Traditional painted hanging signs on simple unobtrusive brackets are acceptable where they replace a larger sign. Only one projecting sign should be provided per shop, unless the building occupies a corner site. The sign should generally be located at fascia height. Other forms of projecting sign and any form of illumination are not acceptable. As a guideline the sign should be maximum 600 x 900mm on two storey buildings, increasing to 900 x 1200mm maximum size on a building of three storeys or more. Consent will be required under the Town and Country Planning (Control of Advertisement) Regulations 2007 and as amended.

Advertising for ground floor units above fascia level is generally not acceptable. Advertising for upper floor offices etc. should be limited to a single plate at the entrance and, where appropriate, lettering applied direct to the window glass. Additional signs will rarely be allowed where fascia or other smaller signs are already in existence on the same elevation.

The use of timber or modern materials that are indistinguishable from it are the most appropriate. High gloss or reflective plastic signs should always be avoided and bright and garish colours are likely to be at odds with the character of the historic environment.

## **BURGLAR AND FIRE ALARMS**

Burglar and fire alarms are necessary but can often be unsightly and, if possible, should not be placed on the front elevation. The smallest size of alarm box available should be used, painted a colour to match the background. On new shop fronts the alarm should be considered as part of the overall shop front design.

## **ILLUMINATION**

Shop fronts do not need special illumination if the level of street lighting is adequate. Applications for illumination should provide a survey of the existing level of illumination within the street and justify their proposal.

Box fascias, internally illuminated, are unsightly and should be avoided. Discreet spotlights and house lights may create a more even and pleasing effect whereas neon lights, strip lighting (unless concealed) or oversized swan-necked lamps are also to be avoided.

Great care is needed to avoid lighting units which appear unsightly in the daylight and light fittings should ideally be concealed. The sign to be illuminated should be sufficiently well designed to make a positive contribution to the appearance of the area and the scale of the sign should not detract from the appearance of the building or its setting at night.

The level of illumination should not be excessive, having regard to normal levels of background light. In the majority of cases where background lighting is low, illumination should adopt complementary soft and muted forms.

The illumination must not create a danger to highway safety by, for example, glare or leading to confusion with official highway signs.

## RELEVANT POLICY REGARDING SIGNS AND SHOPFRONTS IN NORTH LINCOLNSHIRE CONSERVATION AREAS.

These Particular Policies Are Against Which Development Proposals Are Assessed.

- PLANNING( LISTED BUILDINGS AND CONSERVATION AREAS) ACT 1990

**Section 72** places General duty as respects conservation areas in exercise of local authorities in exercise of planning functions

In the exercise, with respect to any buildings or other land in a conservation area, of any *functions under or by virtue of* any of the provisions mentioned in subsection (2), **special attention shall be paid to the desirability of preserving or enhancing the character or appearance of that area**

*Using traditional materials i.e timber and traditional designs for shopfronts and signs ensures that the character of the conservation area is protected and ensures national legislation is complied with.*

- NATIONAL PLANNING POLICY FRAMEWORK

The Government's National Planning Policy Framework (NPPF) states that in any application for planning permission or listed building consent, your authority should

aim to achieve the objective of sustainable development which means guiding development towards a solution that achieves economic, social and environmental gains **jointly** and **simultaneously** (paragraph 8). An environmental gain in any planning application that affects the historic environment would be the continued conservation of heritage assets in a manner appropriate to their significance so that they can be enjoyed for their contribution to the quality of life of this and future generations - a **core planning principle** (paragraph 17, NPPF).

Local authorities should also take account of the desirability of sustaining and enhancing the significance of heritage assets (paragraph 131, NPPF). The NPPF also states that when considering the impact of a proposed development on the significance of a designated heritage asset, **great weight** should be given to its conservation, and the more important the asset, the greater the weight should be (paragraph 132).

*Good shop front design is a prerequisite to the visiting public's perception of the character, vitality, and economic health of an area. It is generally accepted that historic towns with attractive, locally distinctive and well-maintained shopping centres have a better prospect of retaining and improving their economic well being. Conserving the character and appearance of traditional shopfronts and signs is in line with the latest government guidance.*

- NORTH LINCOLNSHIRE CORE STRATEGY (Adopted June 2001)

**CS4: Creating A Renaissance In North Lincolnshire**

The Council will work with its partners to promote and secure area wide renaissance in North Lincolnshire through delivering the following major transformational projects:

6. Crowle - development in the Market Place to expand the range and quality of shops and other facilities and improve the quality of the environment.

**CS5: DELIVERING QUALITY DESIGN IN NORTH LINCOLNSHIRE**

All new development in North Lincolnshire should be well designed and appropriate for their context. It should contribute to creating a sense of place. The council will encourage contemporary design, provided that it is appropriate for its location and is informed by its surrounding context. Design which is inappropriate to the local area or fails to maximise opportunities for improving the character and quality of the area will not be acceptable. New development in North Lincolnshire should:

**Ensure it takes account of the existing built heritage** from the earliest stages in the design process, in particular terms of scale, density, layout and access.

**CS6: HISTORIC ENVIRONMENT**

The council will promote the effective management of North Lincolnshire's historic assets through:

Ensuring that development within North Lincolnshire's Market Towns safeguards their distinctive character and landscape setting, especially Barton upon Humber, Crowle and Epworth.

The council will seek to protect, conserve and enhance North Lincolnshire's historic environment, as well as the character and setting of areas of acknowledged importance including historic buildings, **conservation areas**, listed buildings (both statutory and locally listed), registered parks and gardens, scheduled ancient monuments and archaeological remains.

**All new development must respect and enhance the local character and distinctiveness of the area in which it would be situated, particularly in areas with high heritage value.**

**CS14: RETAIL DEVELOPMENT**

The Council will work with partner organisations to identify, protect and enhance the following hierarchy of vital and viable town, district, and local centres in North Lincolnshire:

Market Town Centres of Barton upon Humber, Brigg, Crowle and Epworth

To fulfil their role as key shopping and service centres in North Lincolnshire, the market town centres will be supported as locations for further retail, leisure, cultural and tourism development. Development will only be permitted that meet the needs of the area served by the centre in a sustainable way, is of a scale appropriate to the centre, and that will not adversely impact upon the vitality or viability of other nearby town and district centres. **Within the town**



**centres, any new development should respect their historic character.**

District Centres of Kirton in Lindsey and Winterton

To fulfil their role as key shopping and service centres the district centres will be supported as locations for further retail, leisure, cultural and tourism development. Development will only be permitted that is required to meet the needs of the area served by the centre in a sustainable way, is of a scale appropriate to the centre, and that will not adversely impact upon the vitality or viability of other nearby town and district centres. **Within the district centres, any new development should respect their historic character.**

*The above adopted core strategy policies clearly put a big emphasis in protecting the traditional character and local distinctiveness of conservation Areas. The existing traditional shops and signage with are provide attractive streetscapes and provide a clear identity enabling enjoyable shopping trips. This helps to prevent the general shopping trends away from town centres.*

## SAVED NORTH LINCOLNSHIRE COUNCIL LOCAL PLAN POLICES

HE2 - Development in Conservation Areas

All development proposals in, or which affect the setting of, Conservation Areas should preserve or enhance the character and appearance of the area and its setting.

The following criteria will be applied in determining applications for development in Conservation Areas:

- i) development should be of a standard of design which respects the appearance and character of the Conservation Area in terms of its bulk, height, mass, vertical and horizontal emphasis, proportions, layout, siting, landscaping and other matters of design such as roofscape and architectural style and detailing;
- ii) development should harmonise with adjoining buildings, preserve or enhance the street scene and should not detract from important existing spaces and views; and

HE4 - Shopfronts, Advertisements, Canopies and Blinds in Conservation Areas

The removal of traditional shopfronts within Conservation Areas will be resisted if they are of architectural or historic value and contribute to the special character of the area. Such features should be restored and repaired wherever practicable.

Proposals for new shopfronts or the alteration or replacement of existing shopfronts which do not warrant retention will be allowed provided that the design respects the character and appearance of the buildings and their surroundings.

In dealing with applications involving shopfronts and associated signs in Conservation Areas the following criteria will be taken into account:

i) the shopfront must respect the character and architectural composition of the building in which it is set, in particular the design of the upper elevation of the building. It should also be sympathetic to the character of adjoining properties and shopfronts. The use of materials unsympathetic to the character and appearance of Conservation Areas will not be allowed; and

ii) stall risers, pilasters and recessed doorways will be included where they are traditional characteristics of the area, and will be of a design which respects the local context; and

iii) unsympathetic alterations to the facades of shops including blinds, awnings, canopies and security grilles which are inappropriate in terms of design, or materials will not be allowed. Security measures including shutters should be located inside the shop front and should be capable of being shielded from view when not in use. Security shutters should be of an open grille type; and

iv) fascia signs should be in keeping with the character of the shopfront and the building as a whole, particularly in terms of their size, proportions, positioning, materials, type of construction, colour and style of lettering. Sign written fascias will be preferred; and

v) external box housings will not be permitted unless they can be incorporated within fascias and thereby rendered unobtrusive; and

vi) the Council will only permit internal illumination of either fascia or projecting signs in a Conservation Area

where there are no detrimental effects on the architectural or historic quality of the Conservation Area; and

vii) canopies and blinds on shopfronts should respect the age, scale and appearance of the premises with regard to size, proportion, materials and colour.

*The saved North Lincolnshire Council Policies put a strong emphasis on the retention of historic shopfronts in conservation areas in order to preserve and enhance the character of conservation area. The policies backup the general guidance in this document to use traditional designs and materials when putting in new shopfronts and signs in order have complimentary development in old historic areas.*

## **PLANNING PERMISSIONS AND CONSENTS THAT MAY APPLY TO SHOPFRONTS**

You need planning permission for any alterations or changes that materially affect the appearance of your shopfront.

Most alterations to a shopfront require planning permission, for example you will need consent for

- Replacing a shopfront
- Addition of blinds, canopies and security grills
- Signage is controlled by the Control of Advertisement Regulations and again separate permission may be required.

Before starting any works to a shop, owners and tenants should contact the Development Control Section of the Council to discuss their ideas and check what permissions are needed.

### Contact details

[planning@northlincs.gov.uk](mailto:planning@northlincs.gov.uk)

[01724 297420](tel:01724297420)

Development Control  
Planning and regeneration  
Civic Centre  
Ashby Road  
Scunthorpe  
North Lincolnshire  
DN16 1AB

Regarding installing a new traditional shopfronts in conservation areas the councils conservation officer can be provide the relevant advice.

### Contact details

[eddie.rychlak@northlincs.gov.uk](mailto:eddie.rychlak@northlincs.gov.uk)

Customer Contact Centre:

01724 297634

REMEMBER: -

Good drawings which clearly show the joiner what he is being asked to make are the key to producing a quality end product. If you can't draw it, how do you expect the joiner to make it?

In general sections through the cornice, fascia, window frame, cill and sub-cill, and stall riser should be at a large scale, 1:10, 1:2 or even full size, while elevations should be 1:20

